KENNEDY DOCUMENTED PROCEDURE
WARNING, ALERTING, AND EVACUATION
FOR
KENNEDY SPACE CENTER

Approved by:

_____/original signed/_____

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Spaceport Integration and Services

Date: __April 20, 2020__

John F. Kennedy Space Center
National Aeronautics and Space Administration

CHANGE LOG

DATE	Description	REVISION
11/09/2009	Initial release of KDP-KSC-P-3001, Warning Alerting, and Evacuation	BASIC
02/02/2010		Basic-1
08/17/2011		A
05/20/2015		
01/29/2016		B
08/31/2017		B-1
06/15/2018		B-2
12/10/2018		C
04/20/2020	Formatting changes to create consistency in all documents. Updated hyperlinks. Sub-section 3.2.2 reworded for clarity. Sub-section 3.2.3 reworded for clarity. Section 4.1.1 split into additional sub-sections for clarity (4.1.2 & 4.1.3). Section 4.4 removed, 4.5 and 4.6 renumbered accordingly. Section 6.1 reworded for clarity. Section 7.2 hyperlink added. Added section 7.3 and sub-sections 7.3.1, 7.3.2, and 7.3.3 to include additional direction and clarification for employees with a disability during an evacuation.	D

TABLE OF CONTENTS

1.0   PURPOSE

To ensure implementation of Kennedy NASA Procedural Requirements (KNPR) 8715.2, Comprehensive Emergency Management Plan, this Kennedy Documented Procedure (KDP) provides employees guidance and direction on requisite actions for warning, alerting, and the evacuation of personnel when an emergency or disaster occurs. Evacuation may be from a building, site, facility, or the entire installation, depending on the particular circumstance and nature of the emergency. This KDP describes the warning and alerting signals, sirens, bells, and tones necessary for employee safety.

2.0   APPLICABILITY

This KDP applies to all civil servants, contractors, and tenants located and operating in National Aeronautics and Space Administration (NASA) Kennedy Space Center (KSC) and Cape Canaveral Air Force Station (CCAFS) facilities.

3.0   WARNING AND ALERTING

3.1   Reporting Emergencies

3.1.1   Personnel shall dial 9-1-1 from an office desk phone to report an emergency.

3.1.2   Personnel shall dial 321-867-7911 from cell phones or offsite phones to report an emergency on KSC, or 321-853-0911 on CCAFS.

3.1.3   In the event of a total telephone failure at KSC, personnel reporting an emergency shall dial 9-1-1 from a cell phone to reach the Brevard County 911 Center. Brevard County will relay the emergency call to the KSC Protective Services Communications Center (PSCC).

3.1.4   Personnel shall pull the closest fire pull station (red wall-mounted box near exit doors) and proceed to the nearest exit in case of fire or other emergency requiring evacuation.

3.2   Emergency Notification System

3.2.1   The Emergency Notification System (ENS) is an Agency-wide system that sends messages, both Agency- and Center-related, to all personnel on KSC and CCAFS property in the event of an emergency or emerging situation at the NASA facility. Notification is made via multiple communications methods, e.g., e-mail, text, or cellular, home, or office numbers. The ENS gives NASA the ability to respond to its notifications and report status for accountability purposes, and provides the ability to track and report on the safety of KSC and CCAFS personnel during an event. Operational information about the ENS and employee responsibilities can be viewed on the KSC Home Page.

3.2.2   The Paging and Area Warning System (PAWS) shall be used for warning and alerting employees of all emergencies. PAWS is used in conjunction with the Tornado Area Warning System (TAWS) for tornado warnings. Employees should be aware that while the PAWS is available in most areas of KSC it is not audible in all locations, such as conference rooms and other sensitive areas where speakers may not be located.

3.2.3   TAWS shall be used for tornado warnings affecting KSC. The TAWS is tested the last Friday of each month at 12:00 noon to ensure operability and reliability. The TAWS is designed to be audible throughout most outside areas on KSC.

4.0   EVACUATION PLANNING

4.1   Facility Managers in facilities with ten or more occupants shall be responsible for developing written emergency facility evacuation plans for their facilities. This includes each KSC flight hardware processing facility, regardless of a potentially co-existing Emergency Preparedness Document (EPD). The written emergency evacuation plan shall include the following at a minimum:

4.1.1   Emergency evacuation routes clearly defined through the use of appropriate exit route drawings. See Appendix A, Example Facility Evacuation Diagram, for an evacuation exit route example.

4.1.2   Clearly defined internal and external assembly or marshalling areas. See Appendix A, Example Facility Assembly Areas, for examples of assembly and marshalling areas.

4.1.3   Clearly described accountability procedures, including a designated person who shall be directly responsible for performing and reporting the personnel count at the marshalling area.

4.2   Facility Managers for KSC flight hardware processing facilities shall have a designated marshalling area identified by a blue numbered sign located outside the potential hazard area of the facility. Marshalling areas shall be equipped with a telephone and shall have sufficient lighting for after-dark evacuations.

4.3   Any proposed changes to marshalling areas shall go through the Facility Manager for the necessary concurrence(s) and approval.

4.4   Facility Managers shall provide copies of their written emergency evacuation plans to the NASA Emergency Management Officer (NEMO) for approval. The NEMO shall also approve all EPDs. Once approved, written emergency evacuation plans and EPDs must be submitted to KSC Business World for inclusion in the KSC Safety and Health link, Facility Evacuation Plans. Facility Managers are required to review their emergency evacuation plans annually or when changes occur. Whenever a revision occurs, it shall be submitted to the NEMO.

4.5   Employees can access facility emergency evacuation plans through KSC Business World, KSC Safety and Health link, Facility Evacuation Plans.

5.0   FACILITY EVACUATION

Refer to Appendix B, Types of Warnings, for the specific action to be taken for the various types of alarm warnings.

6.0   CENTER EVACUATION AND ACCOUNTABILITY

6.1   Instructions for an evacuation of the Center shall be communicated through the ENS, PAWS, e-mail, fax, or any other available means to ensure the widest dissemination to personnel on KSC and to NASA and NASA contractor personnel on CCAFS. Personnel shall follow the instructions and leave the Center by the most expeditious means (see Appendix C for evacuation routes). Personnel shall monitor local television and radio for return-to-work instructions or call one of the KSC recorded message information lines:

1.   321-861-7900

2.   1-866-572-4877

Current status information will also be available online at the KSC Emergency Management web site: www.kscsos.com.

6.2   Following an evacuation of the Center, it is important for management to have the ability to account for employees. At KSC, management has elected to use the ENS accountability application to survey employees to determine their status after an evacuation. During a prolonged evacuation, such as a hurricane, this system will allow employees the opportunity to answer survey questions sent to their phone or computer identifying their status. This system must be accessed and updated as soon as possible and updated throughout the event should the employee's status change. Use of the ENS is mandatory for all NASA civil servants and is offered for use to all contractors. Information about the ENS and the accountability application can be obtained from the Emergency Operations Center link on the KSC Communicator Employee Resources page.

7.0   PERSONNEL REQUIRING ASSISTANCE/SELF-IDENTIFICATION

7.1   Personnel requiring evacuation assistance in an emergency shall identify themselves and the specific requirements needed to support their evacuation. The Emergency Assistance Self-Identification Form KSC Form 7-625 is available at NASA Forms. The information requested on this form is for the sole purpose of deploying assistance to the employee during an emergency. Unlike the Self-Service Management Tool (SSMT) described in paragraph 7.2 below, this information is readily available to the emergency responders as part of their preplanning efforts. This information is in-depth and confidential, and is shared only with those individuals having responsibility under the emergency evacuation plan. Completed forms shall be forwarded to the NASA Emergency Management Office, Spaceport Integration and Services, Mail Code SI-P.

7.2   The SSMT, available to all onsite NASA civil servants and contractors, has a special needs information section for those who need special assistance during evacuation of a facility. Although the SSMT is primarily used for employee accountability after the emergency, it can also be used as a secondary means to identify employees who need assistance.
KSC Form 7-625, identified in paragraph 7.1, is the primary means to locate employees needing assistance; however, employees may also input special assistance requirements at SSMT using the following procedure:

1.   Click the Edit My Information icon

2.   Verify the existing information is correct

3.   Scroll to the Special Needs Information Section and enter appropriate information

4.   Once completed, click on the Save icon at the top of the page

The PSCC has the administrative capability to query the SSMT to see how many occupants may be in a facility. This aids the emergency responders in their search and rescue tasks and helps provide accountability after the emergency. Employees who have not previously identified themselves as individuals requiring evacuation assistance in an emergency via
KSC Form 7-625 or the SSMT, or who may not be in a normal duty location during an emergency, may call 9-1-1 to confirm their location and need for assistance. If calling from a cell phone, the employee shall dial 321-867-7911 on KSC, or 321-853-0911 on CCAFS.

7.3   In the evacuation of a multi-story facility, the designated meeting place for an employee with a disability will be the main elevator lobby area on each floor. Lobby areas are designed to keep smoke from entering. If this route/area is blocked by fire, smoke, or other hazard, the employee will go to an alternate elevator lobby to wait for first responders. First responders will go to these areas first to assist employees with disabilities. If elevators are disabled, first responders will use the stairs to access upper floors. In the evacuation of a one-floor facility, an employee with a disability and a buddy should exit through the nearest unobstructed exit.

7.3.1   An employee with a disability should never be left alone. Supervisors should use the buddy system and assign an assistant to stay with the employee until help arrives. If necessary, call 9-1-1 or 321-867-7911 (from a cellphone) and let first responders know where you are located.

7.3.2   The stair chairs that are in some KSC buildings are not for use by the occupants of the building and will be marked as such. The chairs should be used only as a last resort, and only by trained fire fighters, to assist the employee in getting out. Individuals not trained in the use of stair chairs could cause injury to the person they are assisting.

7.3.3   Employees who can safely use stairs should never use elevators to egress. The first responders will use the elevators to safely remove employees with disabilities from the building. When the fire alarm system activates, the elevators return to the first floor and are only available for use by the fire department. (See KSC-PLN-EVAC-0301.)

APPENDIX A

EXAMPLE FACILITY EVACUATION DIAGRAM

AE HANGAR EMERGENCY EGRESS
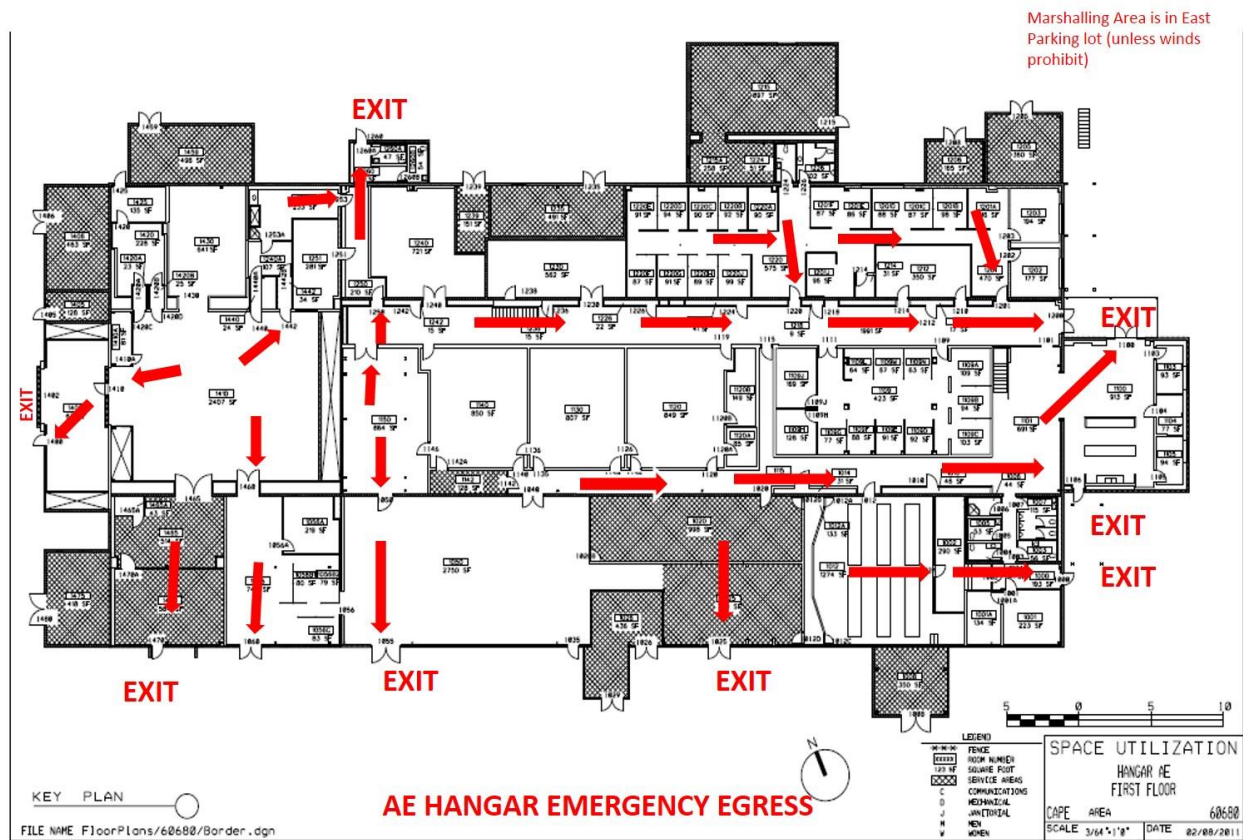
Appendix A (continued)
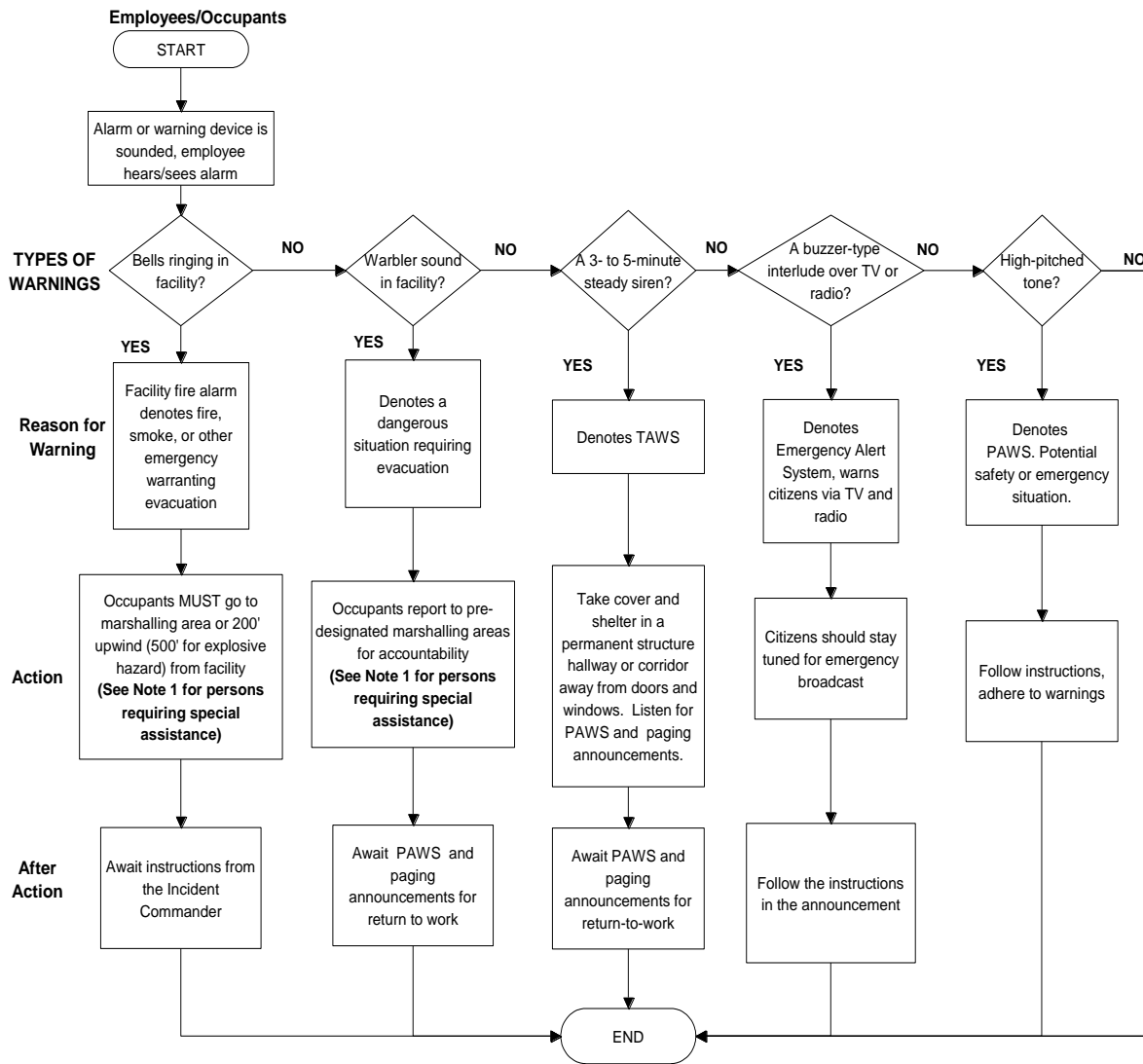
EXAMPLE FACILITY ASSEMBLY AREAS

ATTACHMENT 10B - PAYLOAD SUPPORT BUILDING (PSB) M7-0505 Marshalling

APPENDIX B

TYPES OF WARNINGS

Employees/Occupants

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START
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  ▼
Alarm or warning device is
sounded, employee
hears/sees alarm
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TYPES OF WARNINGS

Bells ringing in facility?	NO →	Warbler sound in facility?	NO →	A 3- to 5-minute steady siren?	NO →	A buzzer-type interlude over TV or radio?	NO →	High-pitched tone?	NO →
YES		YES		YES		YES		YES	

Reason for Warning

- Facility fire alarm denotes fire, smoke, or other emergency warranting evacuation
- Denotes a dangerous situation requiring evacuation
- Denotes TAWS
- Denotes Emergency Alert System, warns citizens via TV and radio
- Denotes PAWS. Potential safety or emergency situation.

Action

- Occupants MUST go to marshalling area or 200' upwind (500' for explosive hazard) from facility **(See Note 1 for persons requiring special assistance)**
- Occupants report to pre-designated marshalling areas for accountability **(See Note 1 for persons requiring special assistance)**
- Take cover and shelter in a permanent structure hallway or corridor away from doors and windows. Listen for PAWS and paging announcements.
- Citizens should stay tuned for emergency broadcast
- Follow instructions, adhere to warnings

After Action

- Await instructions from the Incident Commander
- Await PAWS and paging announcements for return to work
- Await PAWS and paging announcements for return-to-work
- Follow the instructions in the announcement

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END
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Note 1:
A. Persons who need assistance should be accompanied at all times by use of the buddy system.
B. For multi-story facilities, proceed with your assistants to main stairwell lobby and wait for fire department (if this route is blocked by fire, smoke, or other hazard, move to the stairwell at the remote end of the facilility).
C. Fire service personnel will respond to the end of the stairwells to assist in evacuation.

PAWS---Paging and Area Warning System
TAWS---Tornado Area Warning System

APPENDIX C

EVACUATION ROUTES FROM KENNEDY SPACE CENTER AND CAPE CANAVERAL AIR
FORCE STATION
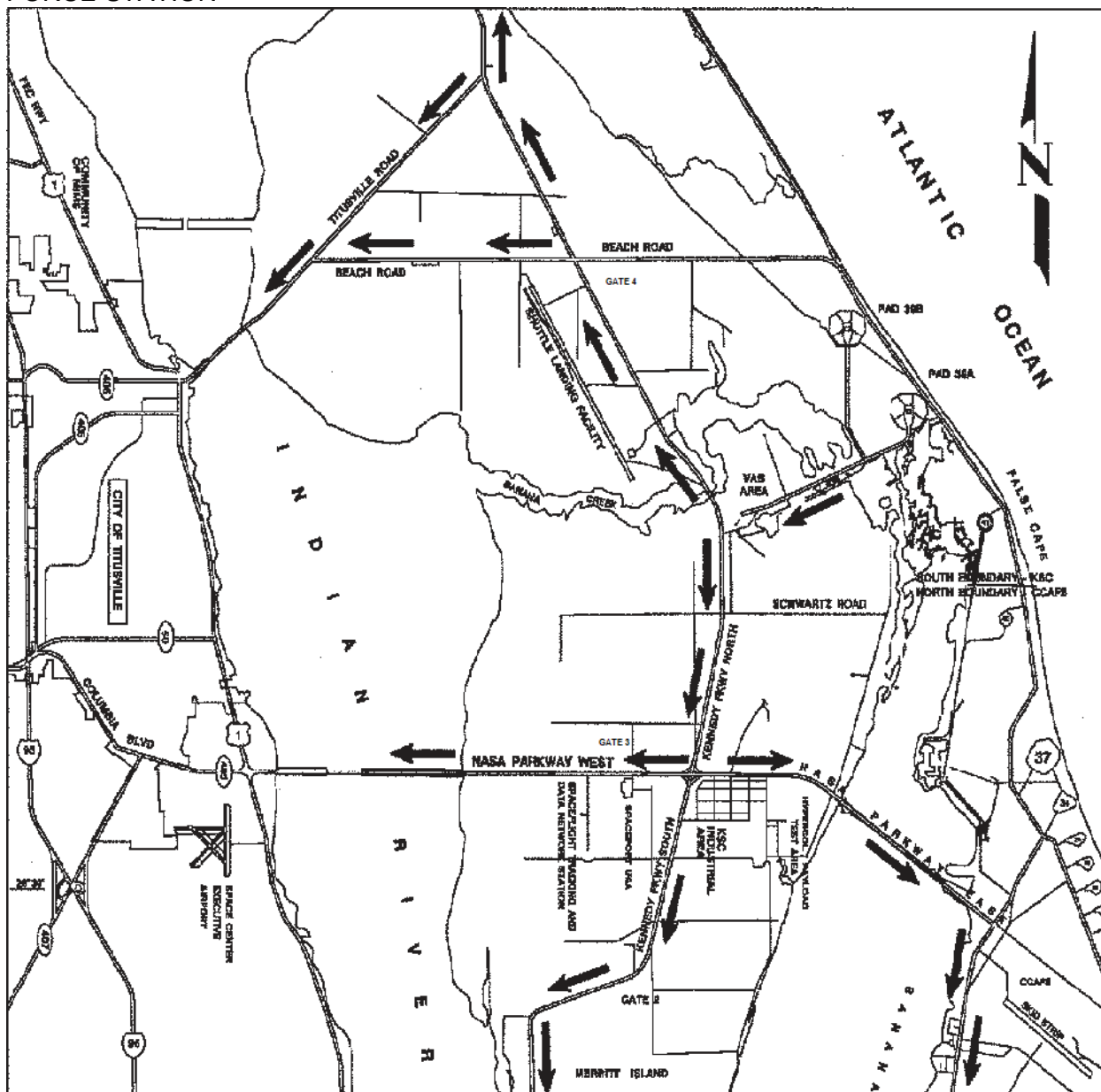
APPENDIX D

ACRONYMS AND ABBREVIATIONS

CCAFS	Cape Canaveral Air Force Station
ENS	Emergency Notification System
EPD	Emergency Preparedness Document
KDP	Kennedy Documented Procedure
KSC	Kennedy Space Center
NASA	National Aeronautics and Space Administration
NEMO	NASA Emergency Management Officer
PAWS	Paging and Area Warning System
PSCC	Protective Services Communications Center
SSMT	Self-Service Management Tool
TAWS	Tornado Area Warning System